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| <b>STATE OF IOWA</b><br><b>DEPARTMENT OF CORRECTIONS</b><br><br><b>POLICY</b><br><b>AND PROCEDURES</b> |  | Policy Number<br>IO-SC-32          | Applicability<br><input checked="" type="checkbox"/> IDOC<br><input type="checkbox"/> CBC |
|  |  | Policy Code<br>Confidential        | Iowa Code Reference<br>N/A  |
| Chapter 3<br><br>INSTITUTIONAL<br>OPERATIONS   | Sub Chapter<br><br>SECURITY &<br>CONTROL | Related DOC Policies<br><br>N/A    | Administrative Code<br>Reference<br><br>N/A   |
| Subject<br><br>HOSTAGE NEGOTIATION TEAM  |  | ACA Standards<br><br>4-4089        | Responsibility<br><br>Dan Craig   |
|  |  | Effective Date<br><br>January 2016 | Authority<br><br>John Baldwin<br>Director<br>Signature on file at<br>Iowa DOC             |

## I. PURPOSE

To describe the philosophy, mission, duties, and procedures of the Iowa Department of Corrections (IDOC) Hostage Negotiation Team (HNT) and Statewide Hostage Negotiation Team (SHNT).

## II. POLICY

It is the policy of the IDOC that Wardens establish HNT in their respective institutions to enhance safety and security. Members of this team shall be selected and trained consistent with department policy to provide specialized skills required by their mission. Equipment, tactics, and technology shall be developed and reviewed by a committee appointed by the Institution Operations Deputy Director and submitted for approval to the Director.

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**III. DEFINITIONS** – See IDOC Policy **AD-GA-16** for Definitions.

**IV. PROCEDURES**

A. Institutional HNT Units

1. The Warden or designee, with input from security, medical, maintenance, and program staff, shall establish a command structure that oversees and ensures the coordination of HNT units at their institution.
2. The Warden or designee can refer to their HN Team with an alternate name.

B. HNT Member Selection

HNT membership shall be based upon job related requirements that reflect specialized skill, competence, and fitness to serve. Candidates shall be objectively evaluated using a written application, panel interview, and the successful completion of a specialized training program. Selection criteria include:

1. At least one year of experience as a correctional employee. **(4-4089)**

2. No disciplinary actions within the past 12 months.

[REDACTED]

4. The ability to meet the verbal, psychological and communication skills noted in the application and interview process.
5. Applicants whom meet the criteria set forth in the application process will be interviewed by a panel with a minimum of two members of the HNT and at least one member of the facilities' administration team.
6. The Deputy Warden and Associate Warden/Security shall review the *HNT Application*, **IO-SC-32 F-1**, and interview scoring guides and shall submit these to the Warden with their recommendations. The Warden shall make the final selection.
7. Trained IDOC Hostage Negotiators who transfer facilities may join the new facilities team with the Warden/Superintendents approval.

C. HNT Training/Certification

1. Through an institutional planning process, each Warden shall define the emergency response mission and capability for their respective institution and outline the expectations for the HNT.
2. The ICLC Training Director and the Statewide Corrections Training Consortium shall approve instructor requirements for specific units. The Training Consortium shall review training requirements annually.

[REDACTED]

4. New members shall receive the minimum established IDOC training certification by a qualified instructor prior to deployment as a

primary negotiator. The HNT leader must provide the Statewide Team leader documentation detailing the training received. Once training requirements are met, SHNT shall issue a certificate of completion.

5. The institution shall keep the following documentation on each HNT member:
  - a. Type and date of training received
  - b. Lesson plans
  - c. Name of instructor
  - d. Any scores and training hours earned
  - e. Qualifications earned
6. The Institution Operations Deputy Director and Statewide HNT Leader shall work with the Warden to ensure annual review of team qualification and competency.

D. HNT Organization

The Warden shall ensure there is sufficient HNT capacity given that institution's security rating and size and shall review leadership assignments annually with the SHNT Leader. [REDACTED]

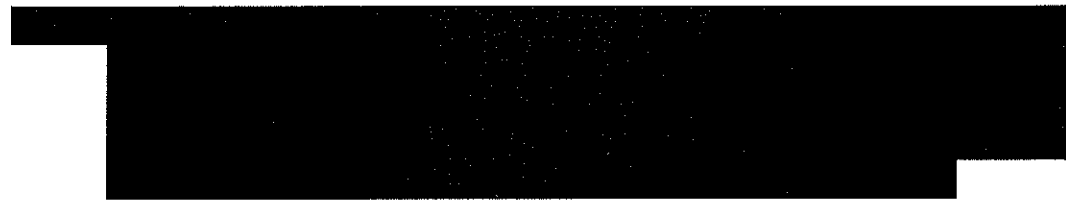
[REDACTED] Suggested team positions are:

1. Team leader - The HNT leader is responsible to the Warden or designee for the overall HNT operation. [REDACTED]
2. Assistant leader - The assistant leader serves as the leader's chief assistant. The assistant helps the leader train and direct the team. [REDACTED]

3. Other positions as assigned.

E. Statewide – SHNT Function/Command Structure

1. SHNT is available to respond to complex emergency missions at all IDOC facilities requiring support or specialized skills from other institutions, the Institution Operations Deputy Director or designee may deploy Statewide HNT members to other institutions.



3. Encourage inter institutional trainings.
4. Conduct a minimum of two trainings annually and conference calls as deemed appropriate.
5. The SHNT leader will be appointed by the IDOC Director/Institution Operations Deputy Director. The SHNT leader will select individuals from institutional HN teams as members of the Statewide Team. At least one individual and one alternate from each institution will be appointed to the SHNT with the authorization of the facilities Warden.

F. Response

Response shall be based on the requirements of the emergency:



2. HNT units may be deployed to any institution in accordance with IDOC policy by the Institution Operations Deputy Director or designee.
3. HNT Activation for Local Emergencies



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Statewide Coordination

The IDOC Statewide HNT Leader shall provide statewide coordination between institutional HNT teams and each other as well as other applicable teams and groups.

G. HNT/SHNT Attendance Policy

1. The HNT/SHNT leader shall approve all absences from HNT/SHNT training.


2. Unapproved absences shall be considered unexcused and result in possible removal from HNT/SHNT.
3. Members requesting leave of absence over a six month period must re-apply for HNT.

#### H. Removal of a HNT/SHNT Member

Following review by a committee, the Warden may reassign staff to routine duty for any reason. Cause for reassignment may include, but is not limited to, changing mission, performance, limitations, suspensions, insubordination, failing to maintain necessary training competencies, failure to attend required training, meetings etc., and inability to serve for six months, or other reasons as determined by the Warden. The following administrative reasons may be cause for reassignment:

1. Imposition of any disciplinary action shall be cause for review by the Warden.
2. Failure to comply with team leadership directions.
3. Failure to complete/pass basic training requirements. (Exceptions due to unusual circumstances may be considered upon the recommendation of the Warden and approval of the IDOC SHNT Leader)
4. Any permanent change in physical or mental fitness, which adversely affects performance of duties.

#### I. Equipment

1. HNT shall review available equipment and technology to prepare recommendations regarding essential equipment and supplies required for their groups.
2.  The HNT leaders/Statewide Team shall review this list at least annually.
3. Recommendations on equipment and technologies shall be submitted to the IDOC Statewide HN Team Leader.

4. Institution Operations Deputy Director shall review HNT equipment, tactics, and technology required for both the institution and regional HNT.
5. When equipment is provided to outside agencies per mutual aid agreement, a local HNT member should accompany the equipment whenever possible.

J. Uniforms

[REDACTED]

[REDACTED]

3. The facility Warden shall determine the appropriate uniform for their team. The SHNT Leader, with approval from Institution Operations Deputy Director, shall determine the appropriate uniform for SHNT members.

K. Emergency Response Plan

1. The Wardens shall develop a plan and to submit to Institution Operations Deputy Director [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Individual team members' equipment/gear shall be maintained in a perpetual state of readiness by that particular individual member.

